

**MINUTES
AGENCY BUDGET REVIEW
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
TUESDAY, JUNE 5, 2001
8 A.M.**

Commissioners Present: Kathy Campbell, Chair
Bob Workman, Vice Chair
Bernie Heier
Larry Hudkins
Linda Steinman

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Kroeker, Budget & Fiscal Officer
Gwen Thorpe, Deputy County Clerk
Ann Taylor, County Clerk's Office

JUVENILE COURT (623)

Present were Juvenile Court Judge Tom Dawson; Juvenile Court Judge Toni Thorson; Juvenile Court Judge Linda Porter; Lesli Lee and Theresa Emmert, Juvenile Court Bailiffs.

Judge Dawson said the most significant change has been in the area of boarding contracts. He said there has been a concerted effort by the juvenile court judges to reduce these expenditures by using the Office of Juvenile Services (OJS) commitment and noted a \$200,000 reduction in next year's budget request.

Judge Dawson reported that Boys Town has demonstrated the best overall results when out-of-home placement has been deemed necessary, however it limits OJS placements. He said it may be necessary for the court to resort to boarding contracts for commitments to that facility, noting the contract amount is less than other facilities. Judge Dawson said that while this is an expenditure, it will save money long-term if it resolves the youths' problems and prevents them from re-entering the system.

Steinman said perhaps the County could subsidize OJS placements at Boys Town.

Campbell asked whether the judges believe the legal contracts are working.

Judge Dawson said he has been pleased with the efforts of the attorneys on the contract. He added that Dennis Keefe, Public Defender, could probably provide a better assessment of how the contracts are working.

Dave Kroeker, Budget & Fiscal Officer, recommended transferring \$241,000 from Legal Services (3052) to the Justice System Budget so that it is budgeted with the other legal services contracts.

Steinman asked whether the judges believe progress has been made in indigency determination.

Judge Thorson said screening is in the initial stages, noting that the Indigency Screener is starting with the law violation cases.

Judge Thorson noted that the Drug Court is currently funded through the Nebraska Crime Commission. She said other funding sources are being explored, including a federal grant , Region V and the Nebraska Department of Health and Human Services.

Judge Dawson said it is possible that the court will be expanded in the future to include a fourth judge.

Hudkins asked whether the new judge's chambers could be located at the Lancaster County Juvenile Detention Center.

Dawson said he would not support locating it away from the Justice and Law Enforcement Center.

Judge Thorson explained that there are a limited number of contract attorneys and they have hearings in each of the courts.

Judge Porter suggested increasing the number of legal contracts, with smaller case loads.

In response to a question from Heier, Judge Dawson said he believes the Families First & Foremost (F³) Grant Program has made an honest effort to be community responsive. He said the home service providers have been beneficial but said it is difficult to determine the long term impact.

Judge Porter added that long term services are key.

JUVENILE PROBATION (673)

Present was Lori Griggs, Chief Probation Officer in the Juvenile Division.

Griggs said the major increase to the budget is \$5,000 in Other Contracted Services (3076) for the contract with State Probation Administration for two probation officers that provide pre-adjudication and pre-disposition supervision of youth.

Campbell noted that the change in policy which allows juvenile probation officers to conduct detention screening on youth under the age of 18 at the time of arrest has made a significant difference in detention numbers.

Griggs said detentions on law violations have been reduced significantly as a result.

In response to a question from Campbell, Griggs said there are currently seven youth in Juvenile Drug Court but this caseload will expand to 15 in the course of a year. She said these cases are very labor intensive, noting youth are involved in the program for at least nine months. Griggs explained that youth with a violent history or violent offense are excluded from the program, as are those charged with distributing drugs.

Kroeker noted that Kit Boesch, Human Services Administrator, has requested that Corey Steele, Juvenile Detention Expediter, be transferred from the Human Services Budget (837) to the Juvenile Probation Budget (673).

The Board asked that Griggs meet with Kroeker; Boesch; Kerry Eagan, Chief Administrative Officer; and Commissioner Heier to discuss the matter in further detail.

COUNTY ASSESSOR (605)

Present were Norm Agena, County Assessor, and Robin Hendricksen, Chief Administrative Deputy Assessor.

Campbell asked why a reduction is projected in data processing costs.

Hendricksen said Information Services is tracking those costs and believes this is an accurate projection. He also reported that the County Assessor's data processing expenditures exceeded this year's budget.

Heier noted the 84% increase in Enrollment Fees & Tuition (3406).

Hendricksen said a portion of the enrollment and tuition increase is related to preparation for the 2003 revaluation.

Hendricksen explained that staff appraisers are not permitted to do any appraisal work within Lancaster County so the department pays for the appraisers continuing education.

Hendricksen said Geographic Information System (GIS) staff is sent to the Environmental Systems Research Institute, Inc. (ESRI) User's Group Conference in San Diego, California each year. Registration is \$1,295 for the conference and the office would like to send three staff members. He noted that two employees were sent to the conference in the past.

Hudkins asked whether one employee could be sent to the conference, instead of three.

Hendricksen responded that it will be difficult for one person to cover the conference.

Agena noted an error in the information submitted, one staff member's expenses related to the OASIS (computer assisted mass appraisal database) User's Group Conference were listed twice.

The Board asked Hendricksen to meet with Kroeker and review Meals (3201), Lodging (3202), Fares (3203) and Tuition (3406) expenses.

Agena distributed copies of *Automobile Assignments* (Exhibit A) and proposed replacement of three vehicles (2 Pontiac Sunbird cars, 1 pickup truck). He said an additional Sunbird will be disposed of, but not replaced.

Hendricksen presented a proposal to add one full-time equivalent (FTE) position to create an additional position in the GIS Division, as a staff member in that division was reassigned to supervision of the Mapping Division (Exhibit B). This will be a \$40,000 budget increase.

Hudkins asked whether the Mapping Division could be merged with the Register of Deeds ahead of the consolidation schedule (offices will be consolidated in January, 2003).

Agena said space is a problem.

Hudkins said the Personnel Department will be moving across the street into the building that will be vacated by the Election Commission (555 South 9th Street). This will free up space on the first floor of the County-City Building in close proximity to the Register of Deeds Office. He added that the County Assessor's Personnel Property Division will need to vacate its office on the first floor of the County-City Building as the County Board of Commissioners Office will be expanding into this space.

Campbell suggested that the Board re-look at this request with the request from the Register of Deeds for an additional FTE to see whether there is an overlap of functions.

JUVENILE DETENTION CENTER (678)

Present were Dennis Banks, Lancaster County Juvenile Detention Center Director, Michelle Schindler, Lancaster County Juvenile Detention Center Deputy Director; Judy Foote, Administrative Aide and Richard Krause, Lincoln Public Schools.

The following documents were disseminated:

- ▶ *Lancaster County Board Members Summary of FY02 Budget for Juvenile Detention Center* (Exhibit C)
- ▶ *Lancaster County Juvenile Detention Center Organizational Chart* (Exhibit D)

Banks provided an overview of the budget, noting major changes:

- 31% increase (\$394,935) in Regular Salaries (1053) to hire one additional Juvenile Detention Coordinator, two additional Juvenile Detention Supervisors and 11 direct care staff
- 70% decrease (\$119,120) in Temporary Salaries (1054) - \$50,000 is budgeted for on-call staff to assist with training of new staff for the new facility, transition, and the move into the new facility
- 114% increase (\$140,345) in Group Insurance (1103)
- 900% increase (\$5,850) in Uniforms (2104) - New expense
- 58% increase (\$6,299) in Janitorial Supplies (2105) - Increased cost is due to the size of the new facility
- 33% increase (\$177,365) in Educational Services (3064) - Add a physical education teacher

Banks noted that Sheryl Schrepf, Families First & Foremost (F³) Grant Director, has asked the Juvenile Detention Center to add \$50,000 to the budget to fund a Case Manager position or to continue the contract with Child Guidance Center for this service (Exhibit E).

Campbell suggested that the expenditure be split between the General Fund and Keno Fund in the budget until an evaluation of the program is complete.

The Board requested that Schrepf, Banks and the program evaluator be scheduled on a Staff Meeting.

Kroeker said Schrepf has also suggested that the Juvenile Detention Center pick up the rent and maintenance costs for the Assessment Center.

Banks noted that staffing for the Assessment Center has not been addressed, to date.

Banks said there has not been a full-time nurse on staff for approximately 7 months and temporary services have been utilized, at a higher rate, since May. He said he would like to budget \$7,000 in Client Nursing Services (3373) to pay the higher rate to ensure that a nurse is on staff five days a week. Banks said this was not included in the budget.

Foote said the following changes need to be made to the budget (see Exhibit C):

- \$10,125 increase in Property Insurance (3451)
- \$10,000 increase in General Liability (3452)
- \$2,500 increase in Excess Liability (3454)

Banks noted that 500 square feet of space was not accounted for in Rent Buildings (3604), so an adjustment may be necessary (see Exhibit C).

Hudkins questioned the 66% decrease in Data Processing Service (3053).

Foote explained that the new facility will have a fiber optic connection to Information Services and the "Prairie Link" charge from Alltel will be eliminated. She said the T-1 line to Trabert Hall for the Transition Team will also be eliminated mid-year.

Campbell said it is difficult to gauge what the expenses will be in a new facility and suggested a reassessment at mid-year.

Campbell noted a projected increase in revenues and asked whether a portion of this is anticipated from other counties.

Banks said it is, noting a number of counties have expressed interest in using the facility.

Kroeker noted that an anticipated \$500,000 in reimbursements from Nebraska Department of Health and Human Services (HHS) was not included in the budget.

The Board asked Eagan to follow-up on a claim filed with the Claims Board.

Hudkins asked when the Airpark facility will be turned back over to the Airport Authority.

Schindler said the Airpark youth will be the first group that is moved into the new facility. She added that lease of the Airpark facility is on a month-by-month basis.

MENTAL HEALTH CENTER (063)

Present were Dean Settle, Community Mental Health Center Director, and Judy Tannahill, Administrative Services Officer.

Kroeker noted that an adjustment will need to be made for tobacco settlement funds that will come through Region V for increasing services. He said tobacco settlement money for the rate increase is included in the budget.

Settle said he has been notified that the rate increase will be 7.5% across the board, instead of the initial projection of 7.77% (\$6,308 difference).

Settle reported that he has hired a manager for the new single point of entry department and said the budget impact will be \$8,000.

Settle recommended that Dr. Hartmann's hourly rate be increased from \$85 to \$95 and that his compensation each pay period for being on call be increased from \$300 to \$350, an increase of \$11,500.

Settle reported that Bryan/LGH Medical Center admitted 180 Emergency Protective Custody (EPC) clients last year because the Crisis Center was full. He said Dr. Duffy, Chair of the Psychiatry Department at Bryan/LGH Medical Center, has expressed concern that some of these clients are not covered by Medicare, Medicaid or private insurance. Settle said further research is needed to determine this number.

Hudkins asked whether the County is assuming any liability by having Bryan/LGH Medical Center's psychiatrists evaluate these clients.

Settle responded that "the County is the custodian, by law". He added that the Crisis Center's Clinical Psychologist is responsible for making the recommendation to the Mental Health Board.

MOTION: Hudkins moved and Steinman seconded to request a County Attorney's opinion on the following:

1. Is the County responsible for reimbursement?
2. Is the County liable for pre-commitment and post-commitment Emergency Protective Custody (EPC) clients that are under the hospital's care?

Hudkins, Steinman, Heier, Workman and Campbell voted aye. Motion carried.

Campbell noted the \$36,425 increase in Computer Equipment (4219) and suggested an analysis of computer needs by Information Services.

Settle agreed to make that request.

In response to a question from Campbell, Settle said the \$27,426 (26%) increase in Pharmacy (3092) is due to an increased number of clients on the unit and an increase in medication costs.

Settle reported that Dr. Reed, PhD, has agreed to serve as a back-up for Dr. Leggiardro, Clinical Psychologist at the Crisis Center, at a rate of \$87, per hour. He said the budget impact will be less than \$3,000.

Settle also recommended that the following be added to the budget:

1. \$40,000 - \$50,000 for a Psychiatric Nurse Practitioner once pilot project funded through the Community Endowment is complete

In response to a question from Kroeker, Settle said there should be some off-setting revenue from the expansion of service.

2. \$52,000 to continue contract with Dr. Paine, PhD, for out-patient services and sex offender treatment program, on a part-time basis
3. \$10,000 towards a pilot matching formula grant for vocational rehabilitation support program (increase of \$3,750)

Settle also reviewed *Statewide Plan for Mental Health and Substance Abuse Services, Planning Standards* (Exhibit F).

RELIEF/MEDICAL (801)

Present was Susan Klein, Nebraska Health and Human Services.

Kroeker distributed copies of *Lancaster County - General Assistance, Proposed Budget for FY02* and *Revenue Budget Summary* (Exhibit G). He said \$375,000 was added to the General Assistance budget, but a shortfall is still projected.

Klein said the shortfall is estimated to be \$41,000 and said this is based on building rent, applications that have not been billed and primary care contracts.

Kroeker said this can be handled with a budget appropriation transfer in the General Fund or an adjustment of next year's budget. He noted that Emergency Management may also require an additional appropriation.

Campbell noted that the increase in costs for Pharmacy (3368) in FY01 from the budgeted to actual amount (\$195,000 to \$507,049) reflects the change to a local provider.

Klein said the County is now paying as billed, rather than holding back six months on the Social Security Income (SSI) pending cases.

Campbell said this change made it possible for local providers to participate.

Steinman added that it is more expensive at the outset, but service is vastly improved.

In response to a question from Campbell, Kroeker said Wagey Drug, pharmacy provider for the General Assistance Plan, has indicated that some older SSI cases still need to be resolved. He said it he believes RX Reimbursement (4773) will increase significantly next year.

Klein said better case management should help to speed up the SSI process.

Workman said if the increase in Pharmacy (3368) reflects arrears in billings then the County should be able to budget less next year.

Kroeker suggested tracking costs through the contract with Wagey Drug.

Klein estimated that the billing arrears only account for a quarter of the increase, with the remainder attributed to an increase in applications for assistance and more expensive drugs.

Campbell asked that the General Assistance Pharmacy Subcommittee be scheduled on a Staff Meeting agenda in July or August for further discussion of the pharmacy situation.

Kroeker said he plans to do further analysis of budget line items and will report back.

Klein noted that the raise in income limits for rent assistance has enabled more families to qualify for general assistance, rather than emergency assistance.

DIVERSION SERVICES

Present was Eric McMasters, Diversion Services.

McMasters reviewed *2000 Annual Report and Budget Supporting Materials, Fiscal Year 2001* (Exhibit H).

Campbell and Steinman exited the meeting. Workman assumed direction of the meeting.

DISTRICT COURT (624)

Present was District Court Judge Karen Flowers.

Judge Flowers asked that consideration be given to allowing a period of training time for Judge Witthoff's new bailiff. She said the overlap in staffing for training should not exceed anticipated salary savings.

In response to a question from Hudkins, Judge Flowers said the Indigent Screener has been helpful, although the District Court does not screen for indigency to the same extent as County Court.

Kroeker noted that Legal Services (3052) is a major budget item and asked whether any lengthy trials involving a conflict of interest are anticipated.

Judge Flowers said she does not have as great a handle on this since the court moved to a Country Docket.

Kroeker said the County should see some reimbursement as a result of LB 335 (changes powers and duties of the Commission on Public Advocacy and provides reimbursement procedures for indigent defense systems).

Hudkins asked Judge Flowers how the Country Docket is working.

Judge Flowers said the judiciary likes the variety, but the learning curve is a little different. She added that criminal cases are being called up for trial sooner, which helps with detention days.

Hudkins asked whether an additional judge is anticipated.

Judge Flowers said she does not anticipate that the court will be expanded in the near future.

Judge Flowers noted that a paper shredder and an additional podium are capital outlay items that were not included in the budget.

The Board asked that Don Killeen, County Property Manager, review the request for an additional podium.

MOTION: Heier moved and Hudkins seconded to adjourn the meeting. Heier, Hudkins and Workman voted aye. Steinman and Campbell were absent from voting. Motion carried.

Bruce Medcalf
Lancaster County Clerk

NOTE: Budget documents discussed are included in *Lancaster County Proposed Budget FY2001-02* (on file in the County Clerk's Office).